



REPLY TO
ATTENTION OF

AERPO

DEPARTMENT OF THE ARMY
HEADQUARTERS, 21ST THEATER SUPPORT COMMAND
UNIT 23203
APO AE 09263

15 September 2003

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 21st Theater Support Command Policy Letter 18, Tasking Policy

1. References:

- a. USAREUR Regulation 10-3, Tasking in USAREUR, 18 Sep 98.
- b. Field Manual (FM) 101-5, Staff Organization and Operations, 31 May 97.
- c. 21st TSC, G3 Taskings Standard Operating Procedure, 29 May 02.

2. Purpose. To provide the 21st TSC guidance for the issuing of Task Orders and the processing of Requests for Support.

3. Applicability. This policy letter applies to all staff sections, agencies, and subordinate commands of the 21st TSC.

4. Scope. This policy applies only to taskings through and by the G3, 21st TSC.

5. Responsibilities.

a. Commanding General will delegate the tasking authority to the Assistant Chief of Staff, G3 and the SGS.

b. The Deputy Commanding General will approve taskings issued 10 days or less from date of execution.

c. The Chief of Staff will:

- (1) Approve taskings issued from 11 to 30 days from the date of execution.
- (2) Approve the Non-Routine tasking of all personnel in the rank of E-9 and above.
- (3) Arbitrate disputes.

d. The Assistant Chief of Staff, G3 will:

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(1) Approve all taskings issued 31 days or more from date of execution, except routine or recurring taskings and taskings involving personnel in the rank of E-8 or below, which are delegated to the Chief, Operations Branch, G3, or taskings issued by the SGS.

(2) Act as the executive agent for taskings to subordinate units, staff sections, and agencies of the 21st TSC.

(3) Act as the single point of contact (POC) within the 21st TSC for taskings to subordinate units, staff sections, and agencies of the 21st TSC.

(4) Supervise 21st TSC tasking procedures.

e. Chief, Operations Branch, G3 will:

(1) Receive taskings from the Office of Deputy Chief of Staff, Operations (ODCSOPS), USAREUR, S3, 415th and 293d Base Support Battalions (BSB) and from S3, 26th, 6th, 104th, 98th, and 22d Area Support Groups (ASG).

(2) Task subordinate commands and staff sections of the 21st TSC, based on unit capabilities and equitability.

(3) Approve routine or recurring taskings.

(4) Approve personnel taskings that involve Noncommissioned Officers (NCO) in the rank of E-8 or below.

6. Task Order: External Source.

a. Definition. A Task Order is a written directive to a staff section, agency, or subordinate command (hereinafter referred to as "unit") of the 21st TSC. A Task Order is written by or under the guidance of the G3 Operations Division to secure resources such as personnel, equipment, physical facilities, time or funds to support training or activities of agencies or units outside the tasked unit. Task Orders are prepared in response to requests for support generated either externally from USAREUR, the Base Support Battalions, the Area Support Groups, or internally by units within the 21st TSC. All Task Orders will be published using the format defined in the FM 101-5, Staff Organization and Operations.

b. Examples. Examples of support requests generating Task Orders include: personnel required to set up for Change of Command ceremonies, support for ceremonial speakers, requests for personnel to teach classes, and support for exercises. The following are examples that will not generate Task Orders: routine staff actions, such as coordinating regulations, submitting budgets, providing comments to proposed policy, changing procedures, or taskings that arise from internal duty rosters, such as various administrative and investigative proceedings, reports of survey, area beautification or Army Regulations (AR) 15-6. (Note: Officers in Branch Qualifying (BQ) positions are not exempt from being tasked by the 21st TSC.

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However, officers residing in BQ slots normally will not be tasked for any mission exceeding 14 days.)

c. A Late Task Order is defined as: a Task Order received by the tasked unit less than 45 days before the required date of execution.

7. Request for Support: Internal Source.

a. An Internal Source Request is defined as: a request to the G3 Operations Division from a staff section, agency, or unit within the 21st TSC for resources outside of its capabilities yet needed to accomplish the assigned mission or task. Units needing such additional resources should first seek that support from their other internal units before submitting a Request for Support to the G3 Operations Division.

b. A Late Request for Support is defined as: a Request for Support received by the G3, Operations Division less than 60 days from the required date the resources are needed or the date of mission execution.

c. Staff Sections (with coordination through the Theater Support Battalion). The requesting staff section prepares a completed Draft Task Order and forwards it to the G3 Operations Division not later than 60 days prior to date of execution. Proponents will prepare tasking order(s) in accordance with AR 25-50 and applicable publications to achieve a coherent, complete, and correct document, using the 5-paragraph field order as shown in FM 101-5. Samples are available from the G3 Operations Division. The staff section will provide the 21st TSC Tasking Office an electronic copy on disk or via-email, and will revise the Task Order as required by the G3 Operations Division.

d. Subordinate 21st TSC units and agencies. Subordinate 21st TSC units and other 21st TSC agencies requiring support will not prepare a completed Task Order, but will, instead, provide to the G3 Operations Division Officer In Charge (OIC) or Noncommissioned Officer In Charge (NCOIC) a tasking packet. Upon receipt of the tasking packet, the G3 Operations Division will prepare the appropriate Task Order. The tasking packet will be in memorandum format as defined in AR 25-50 and must include the following information:

(1) Identify units with low density MOS or unique equipment required for tasking. The G3 Operations Division will coordinate G1 as necessary and task on an equitable basis.

(2) Support being requested. This information must be specific (for example, ranks, military occupational specialties, and number of soldiers).

(3) Location where the support is needed.

(4) Start and end date-time groups, or duration of the support requested, or o/a (on or about) dates, or to be determined dates.

- (5) Reason for the support.
- (6) Funding information, if applicable (list fund cite of the unit paying for the support).
- (7) Name and telephone number of the funding POC.
- (8) Requesting unit POC name and telephone number.
- (9) Statement authorizing direct coordination.

(10) Late tasking requests will include a letter of lateness addressing the reason for the late request and the effect on the requesting unit if the support is not approved. The appropriate Brigade Commander must sign all letters of lateness.

8. Distribution: The primary means for distribution of taskings and orders are:

- a. Paper copy via message center unclassified or pick up from the Logistical Operations Center (classified).
- b. Electronically by e-mail.
- c. By facsimile machine.
- d. Classified taskings will be distributed using secure means.

9. Late Taskings: Two types of late taskings are defined here, with appropriate approval authority.

- a. If the G3 Operations Division receives a tasking less than 60 days before the required execution date, it is considered a late tasking.
- b. If a 21st TSC unit, staff section, or agency receives a Task Order less than 45 days before the required date of execution, it is considered a late tasking.
- c. Approval authorities for late taskings are as follows:
 - (1) 10 days or less - Deputy Commanding General
 - (2) 11-30 days - Chief of Staff
 - (3) 31 days or more - Assistant Chief of Staff, G3

10. Rebuttals:

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a. Commanders of tasked units have seven calendar days from the date/time group of the Task Order to rebut any tasking. The rebuttal will only be considered if signed by the brigade commander or the acting brigade commander.

b. Commanders will send formal rebuttals in memorandum format to the Chief, G3 Operations Division, ATTN: Tasking OIC, by paper copy or facsimile machine. The tasked unit is responsible for ensuring that the G3 Operations Division receives the rebuttal with seven calendar days. Failure to rebut within seven calendar days constitutes acceptance of the tasking.

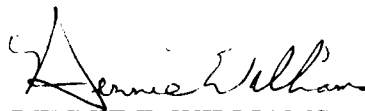
c. Rebuttals submitted within seven calendar days, do not automatically relieve commanders of the tasking or mission order. The Chief of Staff is the approving authority for rebuttals. All taskings are valid until the Chief of Staff rescinds them.

d. After receiving a rebuttal, the G3 will reply formally to the tasked unit within 7 calendar days. Initial reply by e-mail is acceptable, however; a memorandum must be sent through the command channels to the tasked unit.

11. Changes to Task Orders: The 21st TSC units or Staff Chiefs do not have the latitude to make changes to the original published Task Order without prior approval from the Assistant Chief of Staff, G3. The G3 Operations Division will cut changes to Task Orders in the form of a FRAGOs.

12. Point of Contact for this action is the 21st TSC, G3 Taskings Cell, DSN 484-407/7496/7509.

13. FIRST IN SUPPORT!



BENNIE E. WILLIAMS
Major General, USA
Commanding

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A (21ST Cir 25-30)